

Tappan Free Library

Board Meeting Minutes – January 24, 2026 @10:30am

Present:

Victoria Caramante, President
Kathleen Keefe-Cooperman, Treasurer
Amelia Kalin, Vice President
Pamela Pekar, Trustee
TJ Mignone, Secretary
Beatrice Sonnenshein, Trustee

Sara Nugent, Director

Absent:

Greg DeCola, Trustee

I. Call to Order

V. Caramante called to order the meeting of the Tappan Free Library Board of Trustees at 10:37am on Saturday, January 24, 2026 thanking the trustees for accommodating the date/time change needed in response to the State of Emergency declaration and announcing a quorum.

II. No public comment

III. Approval of Minutes

K. Keefe Cooperman made the following motion, seconded by P. Pekar approved unanimously with none opposed and none abstaining:

BE IT RESOLVED THAT the Tappan Free Library Board of Trustees hereby accepts and approves the minutes from the December 15, 2025 meeting as submitted.

IV. President's Report – no report

V. Budget and Finance Committee/Treasurer's Report

K. Keefe Cooperman recapped the P&L for 2025 noting some expected over/under variance yet still in line with overall 2025 plan. K. Keefe Cooperman mentioned the renovation project is moving along.

Check detail reports and checks were reviewed and signed by K. Keefe Cooperman. Bank reconciliations were reviewed and signed by V. Caramante.

V. Caramante made the following motion, seconded by B. Sonnenshein approved unanimously with none opposed and none abstaining:

BE IT RESOLVED THAT the Tappan Library Board of Trustees hereby accepts the Treasurer's report as submitted.

The new signature card for Webster Banks was circulated, ID's collected and new officers signed,

V. Caramante made the following motion, seconded by B. Sonnenshein approved unanimously with none opposed and none abstaining:

BE IT RESOLVED THAT the Tappan Library Board of Trustees hereby approves adding new 2026 officers (Caramante, Kalin, Keefe-Cooperman & Mignone) as signers to all Webster bank accounts and removing any officers with expired terms (Sonnenshein) from the account.

VI. Director's Report - Report was reviewed.

After discussing a proposed change to the Library's existing 403b plan and vendor,

A. Kalin made the following motion, seconded by K. Keefe Cooperman approved unanimously with none opposed and none abstaining:

BE IT RESOLVED THAT the Tappan Library Board of Trustees hereby accepts the proposal from Mutual of America to serve as the 403b retirement service provider.

VII. Committee Reports

- a) **Maintenance/Landscape** – G. DeCola will work with S. Nugent to draft an RFP
- b) **Human Resources/Personnel** – no report

VIII. Unfinished Business

A. Kalin made the following motion, seconded by K. Keefe Cooperman, all in favor

BE IT RESOLVED THAT the Tappan Free Library Board of Trustees hereby moves into Executive Session at 10:49am, pursuant to NYS Open Meetings Law §105(d) involving proposed, pending, or current litigation. S. Nugent, Director remained in the room.

A. Kalin made the following motion, seconded by K. Keefe Cooperman, all in favor

BE IT RESOLVED THAT the Tappan Free Library Board of Trustees hereby moves to exit Executive Session and to reconvene regular session.

The Board resumed regular session at 10:53am.

IX. New Business:

After discussion and review the proposed Board meeting schedule and in compliance with the Bylaws, it was decided 2026 regular meetings of the Board of Trustees will occur, January, February, April, June, September, November and December. No regular meeting will occur March, May, July, August, October.

X. Adjournment

V. Caramante motioned to adjourn the Board meeting of the TFL and seconded by A. Kalin all in favor. Meeting adjourned at 10:59am.

Tappan Free Library Board of Trustees
Annual Meeting Minutes
Monday, March 16, 2026 6PM

Present:

Victoria Caramante, **President**

Beatrice Sonnenshein, Trustee

TJ Mignone, Secretary

Amelia Kalin, Vice President

Pamela Pekar, Trustee

Sara Nugent, Director

Absent:

Dr. Kathleen Keefe-Cooperman, Treasurer

Greg DeCola, Trustee

Anya Berg, Assistant Director

A. Call to Order

V. Caramante noted that due to the blizzard on Monday, February 23, 2026 this is the rescheduled Annual Meeting of the Tappan Free Library Board of Trustees. A 6:01 pm on Monday, March 16, 2026 at the Tappan Free Library V. Caramante announced a quorum present.

B. Approval of Minutes from the 2025 Annual Meeting

A. Kalin made the following motion, seconded by P. Pekar and approved unanimously with none opposed and no abstentions:

BE IT RESOLVED THAT the Tappan Free Library Board of Trustees hereby accepts and approves the minutes from the 2025 Annual meeting as submitted.

C. Approval of 2025 New York State Annual Report

S. Nugent noted a slight change to the numbering. Q. 4.8 and 4.9 have been broken out to 4.8/4.9a and 4.8/4.9b, all totals are unchanged.

P. Pekar made the following motion, seconded by B. Sonnenshein and approved unanimously with none opposed and no abstentions:

BE IT RESOLVED THAT the Tappan Free Library Board of Trustees does hereby accept and approve the 2025 New York State Annual Report as submitted.

D. 2025 Committee Assignments

A. Kalin made the following motion, seconded by P. Pekar and approved unanimously with none opposed and no abstentions:

BE IT RESOLVED THAT the Tappan Library Board of Trustees does hereby approve the Committee assignments for 2024.

Committee assignments are as follows:

Personnel: V. Caramante, K. Keefe-Cooperman, P. Pekar

Maintenance: G. DeCola and B. Sonnenshein

Budget/Finance: V. Caramante and TJ Mignone, K. Keefe-Cooperman

E. 2025 Budget and Finance Committee/Treasurer's Report

V. Caramante reported 2025-year end income/expenses. Income for 2025 was approximately \$958,036 which was approximately \$3,100 under expected income budgeted. Approximately \$11,658 in income interest was made in 2025.

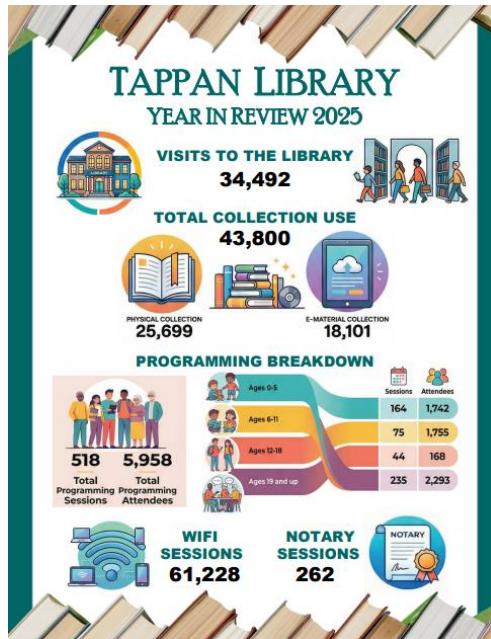
Expenses were approximately \$988,675, approximately \$30,600 over budget - primarily due to professional fees and building related expenses.

B. Sonnenshein made the following motion, seconded by TJ Mignone and approved unanimously with none opposed and no abstentions:

BE IT RESOLVED THAT the Tappan Library Board of Trustees hereby accepts and approves the Treasurer's Annual Report for 2025.

F. Director's Report

The Director's report was reviewed. In addition to the stats in the NYS Annual Report, 2025 infographic was presented. Staff did a great job jumping in, adapting and serving the community. Board and staff efforts were instrumental in the successful vote that increased our 259 funding.



V. Caramante made the following motion, seconded by A. Kalin and approved unanimously with none opposed and no abstentions:

BE IT RESOLVED THAT the Tappan Library Board of Trustees hereby accepts and approves the Director's report for 2025.

G. Unfinished Business

2026 Whistleblower policy was reviewed and compliance officer will be updated to reflect current Treasurer. 2026 Conflict of Interest affirmations were signed by Trustee's present and director.

H. New Business

V. Caramante expressed her thanks for the hard work the staff does throughout the year.

I. No Public Comment

J. Adjournment

With no further business P. Pekar motioned to adjourn the Annual Board meeting of the TFL and seconded by TJ Mignone with all in favor. Meeting adjourned at 6:13pm.

Tappan Free Library

Board Meeting Minutes – March 16, 2026 6:15pm

Present:

Victoria Caramante, President
Kathleen Keefe-Cooperman, Treasurer
Amelia Kalin, Vice President
Pamela Pekar, Trustee
TJ Mignone, Secretary
Beatrice Sonnenshein, Trustee

Sara Nugent, Director

Absent:

Greg DeCola, Trustee
Any Berg, Assistant Director

Guests: David Raiken and George Morfogen, Berard & Associates

I. Call to Order

V. Caramante called to order the meeting of the Tappan Free Library Board of Trustees at 6:16pm on Monday, March 16, 2026 announcing a quorum.

II. No public comment

III. Approval of Minutes

K. Keefe-Cooperman made the following motion, seconded by P. Pekar approved unanimously with none opposed and none abstaining:

BE IT RESOLVED THAT the Tappan Free Library Board of Trustees hereby accepts and approves the minutes from the January 24, 2026 meeting as submitted.

IV. President's Report – no report

V. Budget and Finance Committee/Treasurer's Report

K. Keefe-Cooperman noted the Town of Orangetown funding was received and deposited. K. Keefe-Cooperman reviewed banking options and committee recommendations.

K. Keefe-Cooperman made the following motion, seconded by TJ Mignone approved unanimously with none opposed and none abstaining:

BE IT RESOLVED THAT the Tappan Library Board of Trustees hereby approves a transfer of \$200k from the Webster Operating Savings account to Chase and authorizes V. Caramante, K. Keefe-Cooperman and S. Nugent to open a CD for \$249K for up to 3 months at 4%.

Check detail reports was reviewed and signed by A. Kalin. Checks were signed by V. Caramante. Bank reconciliations for January and February were reviewed and signed by K. Keefe-Cooperman.

After discussion of the termination motion for Ascensus,

K. Keefe-Cooperman made the following motion, seconded by TJ Mignone approved unanimously with none opposed and none abstaining:

BE IT RESOLVED THAT the Tappan Library Board of Trustees hereby approves the motion to terminate services provided by Ascensus and authorizes V. Caramante and TJ Mignone to certify the following:

Whereas, the Corporation adopted the Plan effective as of January 1, 2009

Whereas, Ascensus Trust was designated as the Custodial 403(b) of the Plan; and

Whereas, the Board of Directors now wish to name a new Custodian.

Now, therefore, upon resolution made and unanimously passed, the Board of Directors are hereby directed to substitute as the Custodian, Mid Atlantic Trust Company for the corporation Plan replacing Ascensus Trust and to take all other actions and execute any documents necessary to effectuate such change.

The undersigned, hereby certifies that the above resolution was passed by unanimous vote at a convened Meeting of the Board of Directors held on Monday, March 16, 2026.

After discussion of transferring the assets of the existing 403b plan with Ascensus to Mutual of America, P. Pekar made the following motion, seconded by A. Kalin approved unanimously with none opposed and none abstaining:

BE IT RESOLVED THAT the Tappan Library Board of Trustees hereby approves the establishment of the plan with Mutual of America who shall provide administrative and investments services for the Library's 403b plan by authorizing V. Caramante and TJ Mignone to certify the following:

The Board of Directors of Tappan Free Library (dba Tappan Library) met on Monday, March 16, 2026 and approved the establishment of a 403(b) Thrift Plan to provide retirement benefits for employees. The Plan will be funded by employer and/or employee contributions, with assets held in trust for participants and beneficiaries.

The Board accepted Mutual of America Life Insurance Company (Company) to provide administrative and investment services under an Exclusive Services arrangement, with compensation disclosed and determined to be reasonable.

The Board also approved establishing a trust and entering into a custodial agreement with Mid-Atlantic Trust Company. The Library Director has been designated as the authorized representative of the Employer and is empowered to take all necessary actions and execute any and all aforementioned documents and agreements as may be required on behalf of the Employer.

B. Sonnenshein made the following motion, seconded by P.Pekar approved unanimously with none opposed and none abstaining:

BE IT RESOLVED THAT the Tappan Library Board of Trustees hereby accepts the Treasurer's report as submitted.

David Raiken and George Morfogen, Berard & Associates presented the 2025 financial review. D. Raiken distributed draft copies and G. Morfogen reviewed the report noting no exceptions identified in 2025. D. Raiken will revise the report and reclassify the \$13k expense in programs as a building expense and reissue the finalized report.

V. Caramante made the following motion, seconded by P. Pekar approved unanimously with none opposed and none abstaining:

BE IT RESOLVED THAT the Tappan Free Library Board of Trustees hereby accepts and approves the 2025 Financial Review as amended and prepared by Berard and Associated and authorizes K. Keefe-Cooperman to sign the 2025 form 990.

VI. Director's Report - Report was reviewed and discussed.

K. Keefe-Cooperman made the following motion, seconded by P. Pekar, all in favor

BE IT RESOLVED THAT the Tappan Free Library Board of Trustees hereby moves into Executive Session at 7:02pm pm, pursuant to NYS Open Meetings Law §105(d) involving proposed, pending, or current litigation.

S. Nugent, Director remained in the room.

A. Kalin made the following motion, seconded by TJ Mignone, all in favor

BE IT RESOLVED THAT the Tappan Free Library Board of Trustees hereby moves to exit Executive Session and to reconvene regular session at 7:05pm.

VII. Committee Reports

a) **Maintenance/Landscape** – no report

b) **Human Resources/Personnel** – no report

VIII. Unfinished Business - none

IX. New Business:

2026 Town of Orangetown Contract for Services Agreement

K. Keefe-Cooperman made the following motion, seconded by TJ Mignone and approved unanimously with none opposed and none abstaining:

BE IT RESOLVED THAT the Tappan Free Library Board of Trustees hereby approves and authorizes Victoria Caramante to execute the 2026 contract with the Town of Orangetown for library services in amount of \$738,022.

After discussing upcoming Trustee meeting dates a revision was proposed and it was decided no meeting will occur in April, but the next few regular meetings are scheduled for May 18 and June 15 as regular meeting dates. Updated schedule will be posted to web and calendar to reflect the updates.

X. Adjournment

B. Sonnenshein motioned to adjourn the Board meeting of the TFL and seconded by P. Pekar all in favor. Meeting adjourned at 7:14pm.

Tappan Free Library

Board Meeting Minutes – May 18, 2026 6pm

Present:

Victoria Caramante, President
Amelia Kalin, Vice President
Kathleen Keefe-Cooperman, Treasurer
TJ Mignone, Secretary
Pamela Pekar, Trustee
Beatrice Sonnenshein, Trustee
Greg DeCola, Trustee

Sara Nugent, Director

Absent:

Anya Berg, Assistant Director

I. Call to Order

V. Caramante called to order the meeting of the Tappan Free Library Board of Trustees at 6:02 pm on Monday, May 18, 2026 announcing a quorum.

II. No public comment

III. Approval of Minutes

K. Keefe-Cooperman made the following motion, seconded by P. Pekar approved unanimously with none opposed and none abstaining:

BE IT RESOLVED THAT the Tappan Free Library Board of Trustees hereby accepts and approves the minutes from the March 16, 2026 meeting as submitted.

IV. President's Report – no report

V. Budget and Finance Committee/Treasurer's Report

K. Keefe-Cooperman noted expenses are in line with 2026 plan. After discussion of the existing Chase CD TJ Mignone made the following motion, seconded by B. Sonnenshein approved unanimously with none opposed and none abstaining:

BE IT RESOLVED THAT the Tappan Free Library Board of Trustees hereby approves closing the existing CD and opening a new CD with Chase in the amount of \$100,000 for a 2-month term.

Check detail reports was reviewed and signed by G. DeCola. Checks were signed by V. Caramante. Bank reconciliations for March and April were reviewed and signed by K. Keefe-Cooperman.

V. Caramante made the following motion, seconded by A. Kalin approved unanimously with none opposed and none abstaining:

BE IT RESOLVED THAT the Tappan Library Board of Trustees hereby accepts the Treasurer's report as submitted.

VI. Director's Report - Report was reviewed and discussed. More information was requested on the Notary Public insurance policy and further discussion and action tabled until June.

VII. Committee Reports

- a) **Budget/Finance** – V. Caramante requested a proposal for 2% and 2.5% be prepared and presented in June for Town request for funding in 2027. So. Otown libraries will go out for a 259 referendum in 2027.
- b) **Maintenance/Landscape** – G. DeCola discussed the elevator project. S. Nugent provided the estimate for a full modernization project. S. Nugent also reported that the renovation project is complete.
- c) **Human Resources/Personnel** – no report.

VIII. Unfinished Business - none

IX. New Business:

Policy reviews:

- a) **Bylaws** – Proposed revisions were presented and notice given for June vote.
- b) **Financial Management Policy:**

K. Keefe-Cooperman made the following motion, seconded by P. Pekar approved unanimously with none opposed and none abstaining:
BE IT RESOLVED THAT the Tappan Free Library Board of Trustees hereby approves and adopts the Tappan Library Financial Management Policy as amended.
- c) **Disaster and Emergency Policy:**

A. Kalin made the following motion, seconded by TJ Mignone approved unanimously with none opposed and none abstaining:
BE IT RESOLVED THAT the Tappan Free Library Board of Trustees hereby approves and adopts the Tappan Library Emergency and Disaster Policy as presented.
- d) **Notary Public Service Policy:**

K. Keefe-Cooperman made the following motion, seconded by P. Pekar approved unanimously with none opposed and none abstaining:
BE IT RESOLVED THAT the Tappan Free Library Board of Trustees hereby approves and adopts the Tappan Library Notary Public Service Policy as presented.

G. DeCola invited the libraries to participate in the Orangetown 250th parade on July 4th. S. Nugent will discuss with the four other So. Otown directors.

X. Adjournment

B. Sonnenshein motioned to adjourn the Board meeting of the TFL and seconded by G. DeCola all in favor.
Meeting adjourned at 6:57pm.